

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Programmer/Analyst II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Develops computer application systems. Maintains and enhances various application systems.
Provides departmental and client support.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Provides database administration by designing and sizing database objects and physical layout to provide the best possible response to clients, monitoring data integrity, providing security, database backup and restoration and maintaining and setting up links to exchange data between external data sources including graphical spatial data and data that resides on a mainframe computer.
2	L	Provides client support by writing system or program requirements and specifications, developing and conducting training sessions and providing written and oral presentations as needed.
3	L	May install and support microcomputer hardware and application software for clients; may perform problem analysis and resolution. May develop, implement, and maintain client/server databases. May assist with telecommunications network research and problem resolution.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	One year of experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read trade journals, technical manuals, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistics.
Writing	Work requires the ability to write instructions, reports, correspondence, and system documentation.
Managerial	Managerial responsibilities include planning, implementing, and maintaining computer applications, integrating and migrating data to external data sources.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, inter-office, equipment installation
Sitting	O	Computer, desk work, equipment installation, meetings, driving
Walking	O	Inter-office, to/from other departments, to/from customer locations
Lifting	O	Office supplies, office equipment, software, hardware, manuals, files, reports, books
Carrying	O	Office supplies, office equipment, software, hardware, manuals, files, reports, books
Pushing/Pulling	R	Printer paper, office equipment and furniture, hand carts, caddies
Reaching	R	Manuals, books, files, computer setups
Handling	O	Office supplies, office equipment, software, hardware, manuals, files, reports, books
Fine Dexterity	C	Computer keyboard, calculator, writing, typing, small and sensitive computer components
Kneeling	R	Computer setup and troubleshooting
Crouching	R	Computer setup and troubleshooting
Crawling	R	Computer setup and troubleshooting
Bending	O	Computer setup and troubleshooting
Twisting	R	Computer setup and troubleshooting
Climbing	O	Stairs
Balancing	N	
Vision	C	Computer, desk work, reading, filing, meetings, supervision, equipment installation
Hearing	C	Telephone, staff, supervisors, vendors, customers, meetings, user training
Talking	F	Telephone, staff, supervisors, vendors, customers
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, computer components, small hand tools, cables and installation devices for computer, Standard Microsoft Windows and Office software, ORACLE database software, Internet/Intranet, Sun Solaris operating system and hardware, vehicle

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other	